

## Research Process Instructions : Your “What to Do” List: A STEP-BY-STEP GUIDE THROUGH THE RESEARCH PROCESS

**DIRECTIONS:** Refer to the following “Steps” as we go through the Research Process in this Unit to help you keep track of your current progress and what needs to be completed next. As new deadlines and due dates are assigned, be sure to update your “Deadline Date” column. Also, as you proceed through the Research Process, be sure to put a check mark in the far right column so that whenever I check it, I can see where you are. THIS IS NOT INTENDED TO PROVIDE DETAILED INSTRUCTIONS ON HOW TO COMPLETE EACH TASK; this is simply a list of what to do. Be sure to use the handouts and notes provided in class for additional support when working to complete each task. Also, remember that all Research handouts should be kept neat & organized in your research folder for easy access.

Research Process Instructions “WHAT TO DO”:	DEADLINE DATE:	Check when complete
<b>Step 1.</b> Conduct some “light research” to <u>explore topics that interest you</u> to see what kind of information is available. After <i>considerable effort</i> , if you are unable to find a lot of information about that topic, you may want to cross it off your list. And/or if you’re not interested in the information you’re learning about that topic, choose another one.		
<b>Step 2.</b> Narrow your options— <u>choose the topic</u> that you’re going to focus on.	Topic due:	
<b>Step 3.</b> Conduct more research for informational purposes. This time, focus on your main topic of choice. Learn as much information about it as possible in order to be informed enough to move on to complete Step 4.		
<b>Step 4.</b> Create three “research questions” you’d like to answer about this topic. Avoid questions that may have one or two-worded answers, as those will clearly not help you write a developed paragraph answering it. Example of what NOT TO DO: <input checked="" type="checkbox"/> What is “censorship”? ← That sort of question should have been answered in your “light” research (Step 1!) Example of what TO DO: If your topic is “Censorship”, your research questions could be any 3 of the following: <input checked="" type="checkbox"/> <u>What</u> prompted the need for it? <input checked="" type="checkbox"/> <u>Who</u> decides what gets censored in the US (and other nations)? <input checked="" type="checkbox"/> <u>Why</u> are books and information on internet sites being censored? <input checked="" type="checkbox"/> <u>When</u> did censorship first begin? <input checked="" type="checkbox"/> <u>Why</u> should (or shouldn’t) citizens fight against censorship? (Should they?) <input checked="" type="checkbox"/> <u>How</u> does censorship in America threaten one’s freedom of speech?	Research Questions due:	
<b>Step 5.</b> Create a <u>thesis statement</u> that announces your main topic + your point of contention (what you’re trying to “prove” about this topic) + sub point #1 + sub point #2 +sub point #3. <input checked="" type="checkbox"/> Do NOT expressly state this as your “opinion”!!!!!! <input checked="" type="checkbox"/> Do NOT acknowledge that you’re writing a paper such as, “In this paper...” or “This paper will prove...” <input checked="" type="checkbox"/> Do NOT use personal pronouns (I, we, me, my, our, us, you, your, yours, etc.) <input checked="" type="checkbox"/> Your “sub points” = responses to your research questions (remember, you need 3)	Thesis Statement due:	

WHAT TO DO:	DEADLINE DATE:	Check when complete
<b>Step 6.</b> Begin collecting research (information) to prepare for bib cards and note cards. Look for answers to your chosen research questions in Step 3.		
<b>A.</b> <u>Evaluate useful sources from non-useful ones by removing sources that:</u> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> do not directly or clearly answer/relate to your questions</li> <li><input checked="" type="checkbox"/> are not specific enough (look for specific names, dates, definitions, and/or explanations)</li> <li><input checked="" type="checkbox"/> seem overly difficult to understand</li> <li><input checked="" type="checkbox"/> does not appear to be published by a credible website</li> <li><input checked="" type="checkbox"/> repeat information you already found in a better source.</li> </ul>		
<b>B.</b> <u>When you find a source that IS helpful and informative,</u> be sure to do the following: Log its bibliographic information on a <b>BIB CARD</b> (an index card used only for sources). <b>**See specific notes on bib cards for proper format to do this correctly**</b>	Minimum of 3 Bib cards due:	
<b>C.</b> Read the entire passage/page/paragraph/article carefully—Print it out when possible and <u>use a highlighter to highlight the specific information that directly relates to any of your Research Questions.</u> If one source contains information for more than one research question (sub point), use a different colored highlighter for each so that you won't get the information confused. <b>D.</b> <u>The information that you highlight must also be transferred onto a NOTECARD</u> (an index card used only to catalog information taken FROM each source.) <b>**See specific notes on notecards for proper format to do this correctly**</b> <ul style="list-style-type: none"> <li>• Be sure to collect a variety of notes on your notecards—summaries, paraphrases, direct quotes.</li> <li>• Use a different note card for every piece of new information your find. Don't combine sources on one notecard or bib card---separate them.</li> </ul>	Minimum of 40 Notecards due:	
<b>E.</b> <b>GET AND STAY ORGANIZED:</b> Number your bib cards (each source gets a different number, beginning with #1) and each time you create a notecard using that source, give it the same number. <b>**See specific notes on organizing your bib cards and notecards to help you do this correctly**</b>		
<b>Step 7.</b> <u>Create an outline.</u> <b>**See specific notes on Outlining to help you do this correctly**</b>	Outline with thesis due:	
<b>Step 8.</b> <u>Create a rough draft</u> <ul style="list-style-type: none"> <li><b>A.</b> Edit it yourself.</li> <li><b>B.</b> Have it edited by at least one knowledgeable peer or adult. <b>**Use Peer Editing Sheet to do this correctly**</b></li> </ul>	Rough Draft due:	
<b>Step 9.</b> <u>Create a Works Cited Page</u> by using the information on your bib cards. Only include the sources that you actually used for your paper. If you decided not to use it—don't include it on your Works Cited Page. Make sure that you still met the minimum requirement of <u>THREE</u> though (1 book, 1 internet article and 1 "other").		
<b>Step 10.</b> <u>Compose a final draft.</u> Attach the Works Cited as the last page of your paper. Proofread it carefully. Compare it to the Requirements list and the rubric carefully. Make any corrections, as needed. Print and prepare to submit it for a grade! 😊	Final draft with Works Cited due:	